

Notification of Funding Approval - Transmittal of Performance Grant Agreements

Dear [Applicant]:

SUBJECT: Notification of Funding Approval for HOPWA Project Number:

I am pleased to provide you with the performance grant agreement to implement the award of funds under the Housing Opportunities for Persons with AIDS (HOPWA) program. As you know, your application was conditionally-selected for funding under the 2005 competition to undertake housing activities in your community over the next three year period.

Enclosed are three copies of the HOPWA Performance Grant Agreement that constitute the agreement between you and HUD. Please sign all three copies and return them to this office or, if needed, please respond within two weeks for an alternative schedule for the submission of these documents. **If fiscal year 2004 or earlier funds are used for your award, you must provide these documents not later than September 14, 2005 in order to for HUD to timely execute the agreement and obligate these funds.** After this agreement is signed by HUD, this office will send you a copy with original signatures for your files.

In order to expedite the obligation of these funds, HUD agrees to sign the performance grant agreement with you and obligate these funds. **As addressed in this letter and the enclosed information, certain technical conditions or other adjustments on this grant have been identified and must be resolved prior to accessing these federal funds. Please resolve any condition that can be resolved, such as providing copies of mission forms, or identify a schedule for addressing these matters. In some proposals, the Department also identified budget line item changes and made other corrections, which may require an adjustment to the planned housing outputs on the number of households to be assisted under this grant. If any such adjustments are needed, please advise this office.** Further, HUD reviewed the commitments to use other funds for housing and related supportive services for HOPWA clients. HUD identified those commitments that meet the NOFA standards for approval and the use of these other resources during the operating period is a condition for the receipt of your HOPWA award.

As additional considerations, the Department's Appropriations Act requires HUD to obligate funds within two years of the appropriation, or HUD and the designated recipient will lose access to these funds. **For grants using FY 2004 funds, this date is September 30, 2005.** These funds must also be fully expended within three years following the effective date of the grant agreement. If justified, you may request an extension from HUD during this period, of up to one year from the grant end date shown on the executed grant agreement. Further, the Act requires that all grant funds be expended within five years from that date or HUD and the recipient will lose access to these funds.

This office is available to provide assistance regarding the administration of this grant, as may be needed. In addition, this office can also conduct a start-up conference for any new or less experienced staff, in order to provide more specific information or advice on the administration of your grant. If you have any questions, please contact _____ or

_____ at _____ I look forward to working with you on the successful implementation of this grant.

Please let me know if I can be of further assistance.

Sincerely yours,

Director
Office of Community
Planning and Development

Enclosures

NOTE: items in red may not apply to all applications (such as those without conditions, BLI changes or that use only 2005 funds) please enclose the performance grant agreement (as edited from Attachment 4), an Exhibit B, the agreed grant conditions (with any revisions from attachment 2), an Exhibit C, the HOPWA regulations (see Attachment 5), the financial instructions (attachment 7), and the updated 2005 Annual Progress Report [later when available].